



Policy & Procedure No. 2.022
Nunez Community College

Title: Suspected Fraud Investigation Policy

Effective Date: August 9, 2023

Last Revision Date:

Termination:

Department/Office: Student Affairs

Suspected Fraud Investigation Policy

PURPOSE

The purpose of this policy is to outline and describe the Suspected Fraud Investigation Procedures for Nunez Community College.

SCOPE

This policy applies to students' accounts that are suspected to be fraudulent.

POLICY

The Nunez Community College (Nunez) Suspected Fraud Investigation Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Nunez Community College. It is the intent of Nunez to promote consistent institutional behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. This policy applies to any irregularity, or suspected irregularity related to students admitted to Nunez and requesting registration access.

Nunez Community College takes the prevention of fraud, misappropriations, and other irregularities very seriously. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the Nunez team will be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity.

Procedure:

1. Student populations identified as *returning*, *first time freshman*, and *transfer* with Nunez Community College have an Advising Hold (AH) placed on their account when they apply for admission. This hold prevents registration in courses until the individual meets with an advisor



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either in person or virtually. If the individual wants to meet through a virtual means, they must provide a photo identification and be willing to meet via video conference with cameras on.

2. If the individual cannot provide a proper photo identification and is not willing to participate in a video conference with cameras on, the Advising Hold (AH) will not be lifted and a V4 hold will be placed on their account by Financial Aid.
3. These holds will not be lifted until the individual presents to the college in person with proper documentation as proof of their identity.
4. If the individual does come in person and present proper documentation, the holds will be lifted, and the individual will be allowed to register and move forward in the enrollment process.
5. If there is suspected fraud and funds have been disbursed, Nunez Community College will report the individual to the Office of the Inspector General and to the Louisiana Community and Technical College System’s internal auditor.

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Chancellor’s Executive Cabinet	08/07/2023	08/08/2023	

Policy Reference: LCTCS Fraud Suspicion Hold and Verification Process

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature: 
Dr. Tina Tinney, Chancellor

Date: 08/09/2023